

**MONTANA**

**DEPARTMENT OF TRANSPORTATION**

**AFFIRMATIVE ACTION PLAN**

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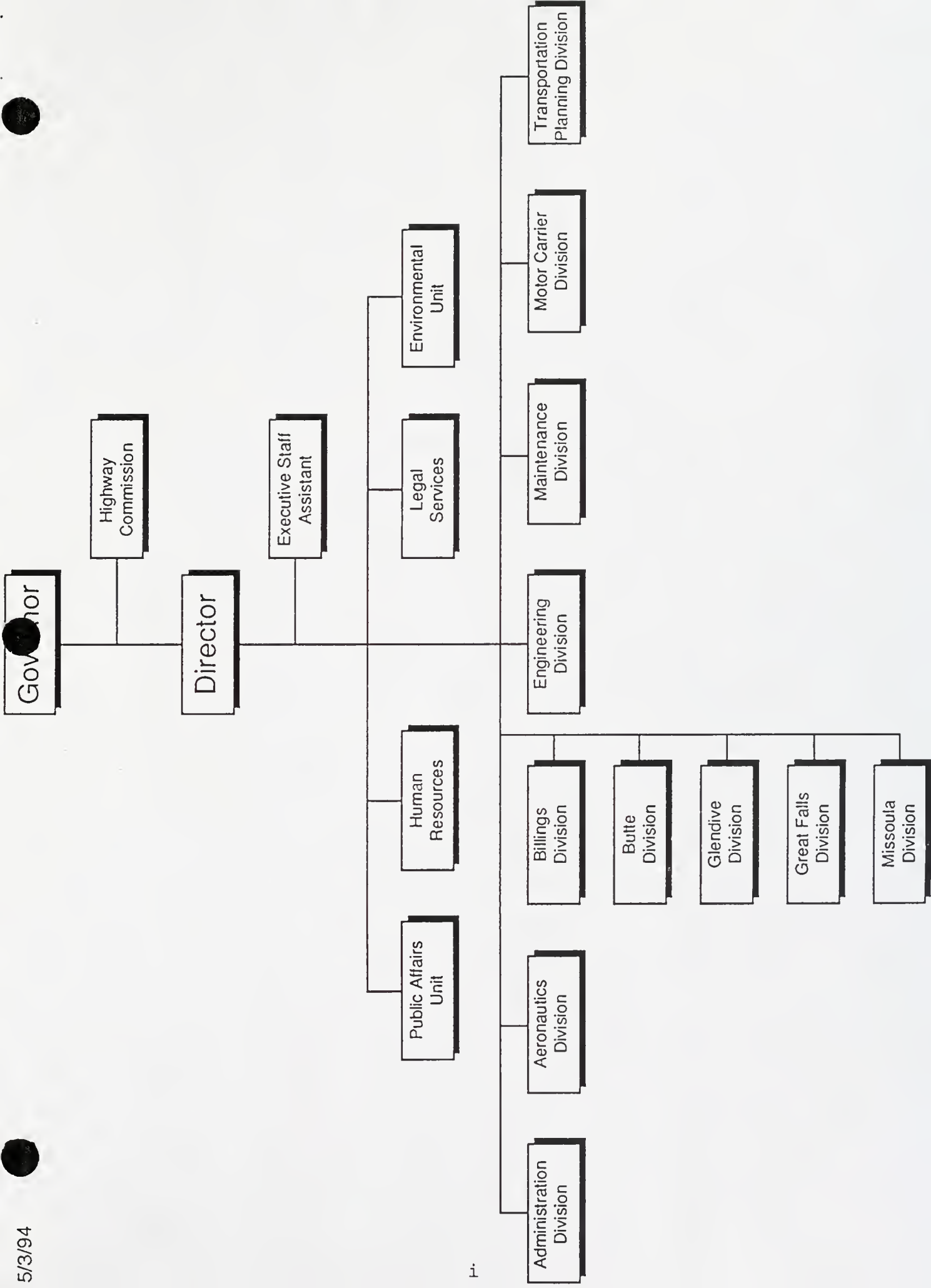
**1995 AFFIRMATIVE ACTION PLAN**

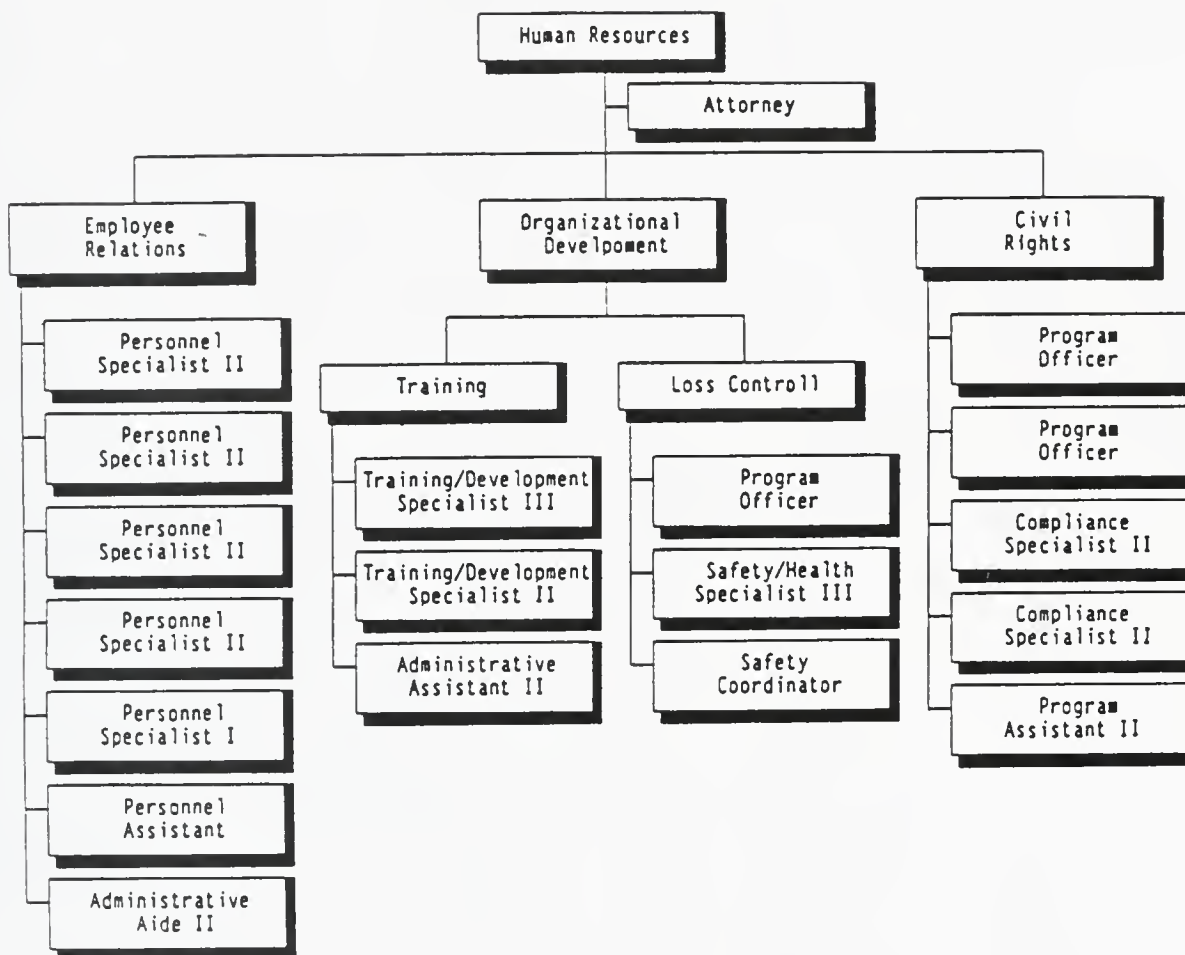
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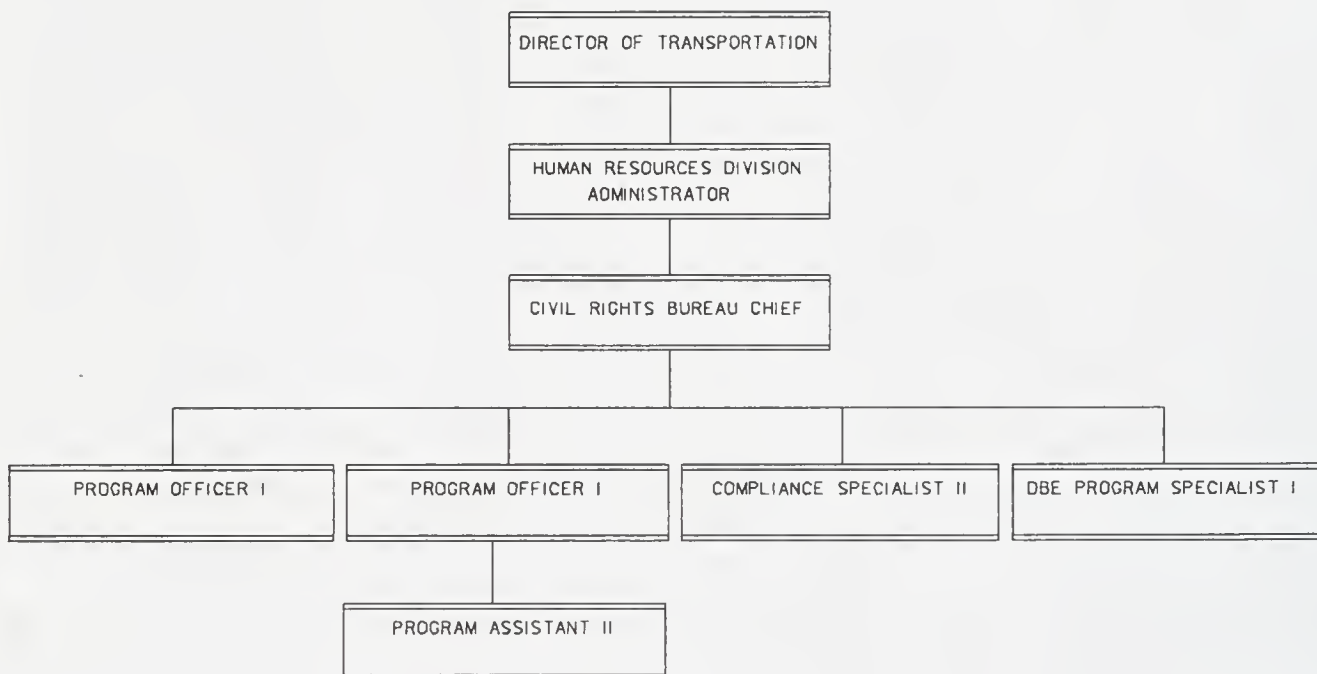
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## EQUAL EMPLOYMENT POLICY

The Montana Department of Transportation is an equal opportunity employer. The Department assures that no person shall, as provided by Federal and State civil rights laws, be denied employment or otherwise be subjected to discrimination in any terms or conditions of employment.

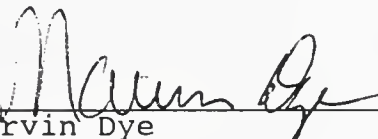
Title VII of the 1964 Civil Rights Act, as amended, provides that no person on the grounds of race, color, religion, sex, or national origin be discriminated against in employment. In addition, other Federal and State laws prohibit discrimination based on age, handicap, marital status or political belief.

MDT will take affirmative action to equalize employment opportunities at all levels of Agency operation where there is evidence of barriers to employment for those groups of people who have traditionally been denied equal employment opportunity.

All MDT employees are protected from retaliation for lawfully opposing any discriminatory practice, including filing an internal complaint, and the initiation of an external administrative or legal proceeding or testifying in or participating in any of the above.

The Civil Rights Bureau, Human Resources, Montana Department of Transportation, is responsible for monitoring Title VII and other civil rights laws, investigating complaints and other related civil rights activities.

1/25/95  
Date

  
Marvin Dye  
Director of Transportation



## SEXUAL HARASSMENT POLICY

Employees of the Department of Transportation are entitled to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination which undermines the integrity of employment relationships, lowers morale, interferes with productivity, and adversely affects the careers of Department employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act, the Governor's Executive Order No. 7-82, and a violation of Title VII of the Civil Rights Act of 1964.

A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Department employees should distinguish mutual, acceptable, social relationships, which do not encroach on the working environment, from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

State employment demands from each of us the highest standards of honesty, integrity and impartiality when carrying out the business of the Department of Transportation. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of the Department of Transportation to take direct and immediate action when informed of violations and enforce the full range of liability and protection created by Title VII, the Montana Human Rights Act, and the Governor's Executive Order No. 7-82. Each of us is personally responsible for making this policy work.

1/25/95  
Date

Marvin Dye  
Marvin Dye  
Director of Transportation

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# PART I - CONTRACT COMPLIANCE

## ACCOMPLISHMENTS: 1994 CONSTRUCTION SEASON

Part I of the Affirmative Action Plan (AAP) covers the period January 1, 1994 to December 31, 1994.

In April, the Civil Rights Bureau received an award of "Appreciation for Effective Program Management of all Civil Rights Program Areas" from the Federal Highway Administration.

Three members of the CRB staff attended a regional conference on compliance review procedures in April.

The month of June brought a change in staff; the former Compliance Specialist left the bureau to pursue a graduate degree. The new Compliance Specialist has experienced in-depth daily training in contract compliance, labor compliance and EEO since her arrival.

In January, Oftedal Construction requested sexual and racial harassment training for supervisory staff at their annual meeting. The training was conducted by the EEO Program Officer and the former Compliance Specialist.

In March, 1994, the staff of the Civil Rights Bureau presented contract compliance training sessions for highway contractors. One session was held in Billings and the other in Helena. A total of 87 firms were represented with 138 attendees.

For the July, 1994 EEO report, we not only requested a body count for the month of July, we also requested hours worked. From the numbers received, we believe we are the only state to meet or exceed the 6.9% female employment goal for Operators (8%), Truck Drivers (15%) and Laborers (28%).

Technical assistance was provided to prime and subcontractors by personal office visits, training workshops, telephone calls, faxes and letters throughout the year. That assistance aided contractors in establishing and maintaining EEO compliance.

The Civil Rights Bureau's Incentive/Disincentive program was part of two recently completed reservation projects (Lame Deer-North and Fort Belknap) and two incomplete projects (Polson-South and Ashland-West). 1994's goals and accomplishments for those projects are as follows:

Project	% Complete	Laborers' Goal	Teamsters' Goal	Operators, Etc. Goal
Fort Belknap F 1-7(9)430	100	80%/86%*	40%/53%*	30%/29%*
Lame Deer-North STPP 39-1(22)0	100	75%/86%*	55%/98%*	35%/74%*
Ashland-West NH 37-2(12)64	38	75%/93%*	55%/52%*	35%/52%*
Polson-South STPPS 354-1(4)1	21	80%/89%*	50%/59%*	50%/35%*

\*number after slash denotes percentage actually achieved

The Civil Rights Manual continues to be issued to all contractors who do not possess one. It is an easy-to-read interpretation of federal regulations and requirements under those regulations. The manual includes Bureau procedures in EEO compliance, Labor compliance and the Disadvantaged Business Enterprise program. Detailed instructions on contract compliance reviews and federal training programs are also provided.

## **B. CHANGES IN ESTABLISHED CONTRACT SANCTIONS**

None

## **C. CHANGES IN STAFFING OR ORGANIZATIONAL STRUCTURE**

New Compliance Specialist, effective 06/27/94.

## **D. NUMBER OF COMPLAINTS FILED**

None

## **E. 1994 ACTION ITEM ACCOMPLISHMENTS**

**ACTION ITEM 94-1:** To improve the contract compliance review process by revising procedure format.

**Objective:** Simplify and refine structure of review process.

**Action Taken:** CRB improved the process and procedures used in planning and conducting the contract compliance review process. The intent of improving these procedures was to make the program less bureaucratic, improve Bureau image and increase contractor interest in compliance.

The overall contract compliance review objectives in the 23 CFR could not be changed. However, the procedures used to conduct compliance reviews and the interpretation of the requirements left some room for improvement. The changed procedures remain within the parameters of the regulations governing formal contract compliance reviews.

**ACTION ITEM 94-2:** Conduct compliance reviews.

**Objective:** To conduct as many contract compliance reviews during the 1994 season, as weather and construction time constraints permit.

**Background:** Each Federal-Aid contract awarded by the Montana Department of Transportation was evaluated by the CRB to determine if the prime contractor or any subcontractors were eligible for a contract compliance review in the construction 1994 season. Limiting factors included: Several prime and large subcontracts being held by one contractor and adverse weather conditions which interfered with construction time frames.

**Action Taken:** The CRB conducted six reviews and followed FHWA contract compliance review regulations and new procedures. A smaller number of reviews were conducted this construction season because of the staff change and her on-going daily training.

## **F. CONTRACT COMPLIANCE REVIEW ACTIVITIES**

Six contract compliance reviews were conducted and reports were submitted to the Montana Division Office of FHWA during the 1994 construction season.

A detailed analysis of CRB's compliance reviews follows:

### **DATA ON CONTRACT COMPLIANCE REVIEWS FOR CALENDAR YEAR 1994**

a.	Number of contractor reviews conducted	<u>6</u>
b.	Number of contractors reviewed	<u>6</u> *
c.	Number of contractors found in compliance	<u>6</u> *
d.	Number of contractors found in noncompliance	<u>0</u>
e.	Number of show-cause notices issued	<u>0</u>
f.	Number of show-cause notices rescinded	<u>0</u>
g.	Number of show-cause actions still under consideration and unresolved	<u>0</u>
h.	Number of follow-up reviews conducted	<u>0</u>

\* includes --subcontractor(s)

MDT has prepared and submitted FHWA Form 86 for each contractor reviewed on a project.

No show-cause notices were issued during the reporting period.



**G. WITHHOLDING OF PROGRESS PAYMENTS**

No progress payments were withheld against contractors for EEO during the 1994 construction season.

**H. EEO COMPLAINTS AGAINST CONTRACTORS**

Not Applicable

**I. EXTERNAL TRAINING PROGRAMS INCLUDING SUPPORTIVE SERVICES**

Not requested/required in 1994; training program statistics available upon request.

**J. ACTION ITEMS FOR UPDATE YEAR**

**ACTION ITEM 95-1:** Improve contract compliance procedures by updating the Civil Rights Bureau Manual.

**Objective:** Update information and references; improve functional use.

**Background:** The Civil Rights Manual will be revised to reflect changes which affect CRB's scope of work (such as the Americans with Disabilities Act). General resource and referral information will be updated as well.

**Action to be Taken:** CRB staff will review, add and delete appropriate information.

**Target Date:** March 1, 1995.

**ACTION ITEM 95-2:** Conduct compliance reviews.

**Objective:** To conduct as many contract compliance reviews as possible during the 1995 construction season, weather and construction time constraints permitting.

**Background:** Each Federal-Aid contract awarded by the Montana Department of Transportation's CRB will be evaluated to determine if the applicable prime contractor, or subcontractors, are likely candidates for a contract compliance review during the upcoming season. Limiting factors always include several prime and large subcontracts being held by one contractor and adverse weather conditions which can interfere with construction time frames. A greater number of reviews will be conducted in 1995 because the new Compliance Specialist will be more familiar and more educated about the review process, regulations and procedures.

**Action to be Taken:** Follow FHWA contract compliance review regulations and newly established/modified CRB procedures.

**Target Date:** November 1, 1995

## PART II INTERNAL PROGRAM

## **MAJOR CHANGES: 1/94 - 12/94**

During the 1994 program year a significant change occurred in MDT's recruitment and selection policy. Previously, all selection processes were handled by the headquarter's Human Resources Division (HRD). This included posting, application review, and selection process review. Final selections were approved by the headquarter's Human Resources Administrator. All documentation of each selection process was maintained in headquarters.

HRD staff developed a new selection process which became effective October 1, 1994. Responsibility for recruitment and selection for the five Districts was moved to the five District Personnel Specialists (DPS). The DPS now perform all of the District recruitment/selection functions previously handled by headquarters. Final selections are approved by the District Administrator. Recruitment and selection documentation is maintained in the District Office.

Training was provided to field and headquarters staff by the Employee Relations Bureau staff and the Civil Rights Bureau (CRB).

Although CRB responsibilities for review of all recruitment activities and selection processes remained the same, field selection processes will be more sporadic since the information is no longer available in headquarters.

## **ACCOMPLISHMENTS: 1/94 - 12/94**

During the 1994 calendar year, many MDT employees took the initiative and personally participated in making a maximum effort to showcase the Department's occupations and the necessary knowledge, skills and abilities needed to perform MDT occupations. Many of the accomplishments throughout the year were a group effort involving employees from various districts/divisions.

Informational tours were provided to numerous groups which included Native American high school math students, several groups of high school students, Anaconda Job Corp students, Construction Program instructors from Salish Kootenai College, CADD students from the University and alternative school participants, minority and female referral source clients.

In the past two years, a significant amount of time has been spent with high school, state university system students and Native American community college students in order to provide them with "up close and personal" looks at MDT careers. These efforts are just beginning to pay off as we begin to see increases in the numbers of minority and non-traditional (engineering) female employees. Previous AAPs have explained that MDT has a limited opportunity to recruit externally for



permanent employees; approximately 87% of our permanent employees have come from the temporary employee ranks.

Special efforts or events undertaken in individual Districts or Divisions are highlighted below.

#### HUMAN RESOURCES DIVISION (HRD):

The CRB and staff members received seven awards during 1994.

The CRB received recognition from the Salish Kootenai Tribes in appreciation for assistance in the development of the truck driving and construction training program at the college. The Bureau was also recognized by FHWA Region 8 for effective program management of all civil rights program areas.

Ray Brown, Bureau Chief, received the Montana Small Business Advocate of the Year award and was the runner up for the Region 8 Small Business Advocate of the year. He was also the recipient of the Tribal Economic Resource Opportunities award presented by the Tribal Employment Rights Officers. These awards were a result of Brown's work with the Disadvantaged Enterprise program.

Sam Prestipino received the Montana Association of Rehabilitation award for his quick and decisive actions in the implementation of ADA.

Vicky Koch was one of five nationwide recipients of the Partners In Change award presented by the Women in Transition for her work in preparing women for non-traditional occupations.

The CRB Chief conducted the tribal negotiations resulting in a variety of programs aimed at Native American employment (See part I). He also arranged for the implementation of the FHWA Youth Opportunity Campaign. (see action items)

The EEO Program Manager developed a new agency wide Job Shadowing Program which will be implemented in 1995. Career Day activities, including visits to construction sites, were arranged for female referral sources. Offers to assist in the development of MDT related curricula were made at three of the Native American community colleges.

The Organizational Development Bureau (ODB) developed a five day supervisor's training course. The course was aimed at entry level maintenance supervisors and was designed to provide them with basic supervisory tools. It included a variety of civil rights topics ranging from recruitment and training to sex/race harassment.

ODB and the HRD Personnel Specialist organized engineering recruitment activities including MDT's participation in the Montana State University Career Fair which resulted in the recruitment of one minority, one female, and 13 white males.

#### AERONAUTICS DIVISION:

Aeronautics assisted the Federal Aviation Administration with the Aviation Career Education Program. Approximately 40 junior high students participated in the four day program which addressed different aspects of aviation as a career.

#### ENGINEERING DIVISION:

Each of the Bureaus in MDT's largest division participated in a variety of EEO related activities including the "Bring Your Daughters to Work Program," tours of the headquarter's Computer Aided Drafting and Design (CADD) unit, Materials lab, and Photogrammetry. Informational interviews were provided by all the Bureaus and as a result, Materials Bureau was successful in hiring three females.

Both the Right of Way Bureau and Materials Bureau were involved in reasonable accommodation activities for disabled employees.

Right of Way promoted two females to non-traditional, under-represented positions.

Photogrammetry and Preconstruction participated with speakers and survey demonstrations for the "Expanding Your Horizons Program" (EYH). EYH is designed to encourage junior high and high school females to become involved in math and science programs.

One Native American and one female were recruited for the Engineering Internship Program and four women are participating in the rotational orientation program.

Eight female clients of Career Transitions, a female referral source, were provided job shadowing opportunities with the Montana State University/MDT CADD Unit.

#### INFORMATION UNIT:

A toll-free line has been added to the telecommunications device for the deaf (TDD) providing easier access to road reports for the hearing impaired.

Referral sources have indicated "seeing is believing" for their clients. The Information Unit has been successful in their efforts to include photographic images of female and minority employees in news releases.

#### MOTOR CARRIER SERVICES DIVISION:

The Division provided uniformed officers to participate in numerous high school, community and tribal colleges and minority and female referral source career day programs. Reasonable accommodations have been provided in the form of refrigerators for insulin storage, installation of a TDD for the deaf and weigh station upgrades designed to provide disabled access.

#### TRANSPORTATION PLANNING DIVISION:

Selection process training was provided to an Administrative Officer.

A transportation video tape is being developed and will include Native American and female participants. The video will be close captioned.

#### ADMINISTRATION DIVISION:

Numerous informational interviews were provided to minorities and females interested in computer programming and related fields and word processing.

The Division participated in the nationwide "Take Your Daughters To Work Program." A local high school student spent the day with the "computer troubleshooters" repairing computers, troubleshooting software set-up and graphic design.

During past years it has become evident that under-representation of minorities exists in the Division. In an effort to correct the under-representation, Division representatives visited both the Salish Kootenai Tribal College and the University of Montana. The purpose of the visits was to identify students who may be interested in participating in a proposed internship program currently being developed by the Division.

The Informational Services Bureau installed the on-line program for the deaf which allows for two-way conversation on the internal computer network.

#### GREAT FALLS DISTRICT:

Michael Johnson, District Centralized Services Supervisor (DCSS), received a Certificate of Appreciation from Governor Racicot for being an outstanding (Job Training Partnership Act) JTPA supervisor. The DCSS was responsible for the employment and supervision of 11 disadvantaged youth to perform basic district office maintenance such as, lawn mowing, planting trees, picking litter, etc.

The District Personnel Specialist (DPS) developed a non-traditional employment presentation for Largent Learning Center. The center's clients include a significant number of teenage parents and high school drop-outs.

Lines of communication were improved with Fort Belknap TERO Office, Easter Seal/ES-Goodwill, and Havre Human Resources Development Council. As a result of these contacts, offers of employment were made to a Hispanic female, a Caucasian female and a disabled female, however, the offers were declined. These referral sources have subsequently provided a number of applicants for other job openings.

Stakes, lathe and portable construction signs continue to be purchased from the local sheltered workshop.



The District participated in two career days --- at Shelby Middle School and Fort Belknap Tribal College.

#### MISSOULA DISTRICT:

The DPS continued lines of communication with "Gearing Up" program which specializes in providing non-traditional occupation basic training for females. Activities included sexual harassment training, informational interviews, tours of the highway complex and participating in arrangements to tour a contractor's facility. As a result, five females were hired for temporary engineering assignments.

Active communication with the Blackfeet TERO office, Salish Kootenai Personnel office and Salish Kootenai College (SKC) resulted in temporary hiring of a female and two Native American truck drivers.

MDT representatives participated in the SKC Career Fair. A female truck driver discussed non-traditional employment with a group in Superior and the District participated in the Expanding Your Horizons program for junior high girls.

A supervisor's training course was implemented by the District. The course was entitled "Important Skills for Important Managers" and included personnel and civil rights training to all District supervisors.

#### BILLINGS DISTRICT:

The DPS participated in a "Meet the Employers" day at a local college as well as the "Jobs Jamboree" which was sponsored by the Job Service and local colleges. Two applications and several telephone inquiries were received as a result of these events.

Arrangements were made for a snow plow with operator and a female Motor Carrier Services Officer to participate in a YWCA-sponsored, non-traditional career day.

#### BUTTE DISTRICT:

The DPS identified and held personal meetings with 13 minority or female referral sources during the past year. Historically, only two or three referral sources had been identified and communication with them was very limited. As a result of the meetings, three Career Futures clients, two white females and a white male, have been placed in permanent engineering and lab positions.

An informational interview was arranged for a female. A District complex tour was provided for clients of Career Futures. C.E. Technician students from the Butte College of Technology received a tour of the materials lab, core drilling operations, a pavement operation and a hot plant operation.

The DPS is developing a program in conjunction with Butte College of Technology which will allow engineering students to use the MDT lab facilities as part of the course curriculum and will provide for close observation of laboratory methods and field construction sites.

#### GLENDIVE DISTRICT:

The DPS and an MDT Native American Project Manager spoke to the Fort Peck Community College (FPCC) math class about hiring opportunities with MDT. FPCC is a Native American college. Arrangements have been made for a civil engineer to speak about basic algebra applications used by survey crews. A computer class will also visit the CADD Unit in Glendive.

Job shadowing opportunities were provided to two females. The Miles City area office provided tours to clients of the Career Development program at Miles Community College.

Informal OJT truck driver training has been provided to two females enabling them to get the experience they need to apply for MDT truck driver positions.

The bridge currently being built over the Yellowstone River near Sidney has become a public relations event for MDT and has provided an excellent insight to MDT operations as well as career opportunities. The Project Engineer has provided numerous tours to elementary school and high school students, scout troops and local residents.

### PROGRESS ON ACTION ITEMS IN PREVIOUS REPORT

**Action Item 94-1:** Review and make recommendations to remodel temporary hiring process.

#### **Action To Be Taken:**

1. Review the temporary hiring process. As necessary, make recommendations to change existing procedures which may foster adverse impact.
2. Contemporaneous tasks to be accomplished:
  - a. Personnel Specialists are responsible for assuring recruitment efforts include sources likely to yield minorities and females. Special efforts shall be made for Section persons in remote areas.
  - b. Although hiring potential may be limited during 1994, lines of communication with identified minority and female referral sources must continue to be open and active. Clients of referral sources should be encouraged to participate in informational interviews with MDT supervisors. Participation in Career Fairs on both the high school and college level is encouraged.

**Action Taken:**

During 1994, a major change occurred in MDT's recruitment and selection procedure. Effective October 1, 1994, the recruitment and selection responsibilities were decentralized. The Personnel Specialists in each of the five Districts now have full authority and responsibility to implement all recruitment and selection activities.

As a result of this major policy change and due to the time involved to accomplish the change, the review of the temporary personnel hiring process was not accomplished.

Lines of communication with the identified referral sources were maintained as evidenced by comments in the 1994 Accomplishments Section.

Informational interviews were expanded to include job shadowing in white collar positions. Minorities and females who participated spent from as little as a few hours to as long as 3 days with an MDT employee observing and learning what a specific job was all about. A job shadowing program was developed for blue collar positions and will be implemented in 1995.

**Follow up Action:**

Re-evaluation of the need to revise the temporary hiring process will occur in 1995.

**Action Item 94-2:** Develop supervisory training.

**Action To Be Taken:**

1. Develop mandatory recruitment and selection training for all supervisors. This training must include:
  - a. development of screening devices, i.e. adverse impact, artificial barriers, etc.
  - b. identification of discrimination issues, i.e., race/sex harassment, age discrimination, ADA, etc.
  - c. supervisor's role in handling/preventing discrimination, and
  - d. cultural diversity.

**Action Taken:** MDT's Organizational Development Bureau (ODB) developed two 40 hour supervisory classes for first tier maintenance supervisors. This training included recruitment and selection, race and sex discrimination, male/female communications, discipline, communication skills, as well as other leadership skills. The course was titled Important Skills for Important Managers (ISFIM).

ISFIM will be used as a model program for 1995 supervisory training. Upper level management will have the same participatory role in future classes as they had in the completed classes.

**Follow Up Required:** This will be a continuing program.

**Action Item 94-3:** Assure that vacancy announcements reflect job related criteria.

**Action to be Taken:**

1. Assure educational requirements are job related and do not have an adverse impact on minorities and females.
2. Assure "equivalencies" are defined.
3. Review tests and other selections devices to assure artificial barriers for minorities and women are not included.

**Action Taken:** High school diploma requirements were removed from most blue collar vacancy announcements. Equivalencies and upper level education requirements have been monitored closely and in at least two cases have been changed due to the potential for adverse impact.

Tests and other selection devices have been reviewed periodically throughout 1994. The only artificial barrier identified during 1994 involved non-job related math criteria.

**Follow Up Required:** This will be a continuing program as a normal part of MDT's selection process.

**Action Item 94-4:** Include MSU Native American Organization (NAO) Advisor in recruitment process for rotational and/or intern engineering program.

**Action To Be Taken:** Consult with the NAO Advisor to assure that appropriate cultural considerations are being weighed during negotiations and/or interviews.

**Action Taken:** The NAO Advisor worked with the recruitment committee throughout the selection process. As a result one Native American was hired in the intern program.

**Follow Up Required:** Direct contact with the NAO Advisor as well as with N.A. students will continue.

**Action Item 94-5:** Work with FHWA to establish criteria for the Urban Youth Corp (UYC).

**Background:** The primary purpose of UYC is to expose young people to public service, to expand educational opportunities, and to stimulate community service interests among young people ages 16-25. Federal Highways has been assigned the lead agency for the U.S. Department of Transportation



**Action To Be Taken:** Determine what other State agencies, tribal governments and other programs may be willing to participate. Define participation criteria, proposed project criteria and other essential elements for meaningful youth activities.

**Action Taken:** The U.S. Forest Service and the Montana Department of Fish Wildlife and Parks have expressed an interest in working with the program. Formal agreements are currently being worked out. The CRB Bureau Chief, MDT Director and the FHWA EEO representative have met with the MDT District Administrators and plans are being formulated to develop additional projects.

During the past year, the Missoula District employed program youth to roof and paint the maintenance shop at the District complex.

**Follow Up Required:** This program will continue on an annual basis.

## ACTION ITEMS 1995

**Action Item 95-1:** Intensify efforts to recruit, hire, and train females for Skilled Craft Positions.

**Background:** MDT currently employs 574 permanent employees in the Skilled Craft category. Only nine (1.5%) of those employees are female. According to available census data there is a 9% female availability in Montana.

### **Action To Be Taken:**

1. Actively encourage female referral sources to participate in the job shadowing program.

Responsible Official: EEO Program Manager, District Personnel Specialists, Maintenance Superintendents

Target Date: throughout the year

2. Determine feasibility of developing a truck driver scholarship program. The scholarship program might assist clients of female referral sources in receiving appropriate training.

Responsible official: Maintenance Division Supervisor, EEO Program Manager

Target Date: March 31, 1995

3. Develop an internship program with career ladders similar to existing engineering programs. The program would include development and use of appropriate self-study guides and testing procedures.



Responsible Official: Maintenance Division Supervisor,  
Human Resources Personnel Specialist, EEO Program Manager

Target Date: August 15, 1995

4. Survey current permanent and temporary female truck drivers to obtain their recommendations and identify problems, if any.

Responsible Official: EEO Program Manager

Target Date: February 28, 1995

5. Contact female truck drivers working for contractors in each District to determine their interest in working for MDT during off-construction season.

Responsible Official: District Administrators, District Personnel Specialist, EEO Program Manager

Target Date: September 1, 1995

6. Maintain lines of communication with female and minority referral sources by participating in career day programs, informational interviews, MDT facility tours, etc.

Target Date: semi-annually, 30 days prior to peak  
employment periods

Responsible Official: District Administrator, Personnel Specialist, EEO Program Manager

**Action Item 95-2:** Maintain lines of communication with TERO offices.

**Background:** Developing mutual trust and open lines of communication with the reservations are critical factors for both MDT and the state's future, particularly in the areas of employment, construction and taxation. Understanding cultural differences in style will be a key element. During recent years MDT has allowed whomever had a need to, to deal directly with tribal governments. This has resulted in a "buckshot" approach with major confusion, conflicting promises and little or no cohesiveness.

**Action to be Taken:**

1. Consider the development of a staff position designated to coordinate all activities pertaining to Tribal Governments.

Responsible Official: Director of Transportation and administrative staff

Target date: December 1995

2. Develop Native American political and cultural training for Administrative staff and other appropriate supervisors.

Responsible Official: Civil Rights Bureau Chief, EEO  
Program Manager

Target Date: July 1, 1995

3. Visit TERO offices semi-annually to advise TERO Officers about projected employment patterns, to present training as requested and to become familiar with the cultural issues of the specific reservation. Participate in tribal college and high school career day activities.

Responsible Official: District Administrator, District  
Personnel Specialist or District Centralized Services  
Supervisor

Target Date: semi-annually, 30 days prior to peak  
employment periods.

## STATISTICAL DATA

## MONTANA 1993 CENSUS

<u>ETHNICITY</u>	<u>POPULATION</u>	<u>PERCENTAGE</u>
White	741,111	92.7%
Black	2,381	.3%
American Indian Aleut, Eskimo	47,679	5.9%
Asian	4,259	.5%
Hispanic	12,174	1.5%

Percentages have been rounded to nearest hundredth

UNDER REPRESENTATION 1994

OCCUPATIONAL GROUP	MDT WORKFORCE			AVAILABLE WORKFORCE-1993 CENSUS DATA		UNDER REPRESENTATION		NO. NEEDED FOR PARITY	
	TOTAL EMPLOYEES	TOTAL FEMALES	TOTAL MINORITY	FEMALE %	MINORITY %	FEMALE	MINORITY	FEMALE	MINORITY
OFFICIALS/ADMIN.	72	7	1	25.07%	5.76%	YES	YES	11	3
PROFESSIONAL	304	71	4	28.20%	2.42%	YES	YES	15	4
TECHNICIANS	522	119	14	35.85%	5.49%	YES	YES	84	15
PROTECTIVE SERVICE	79	15	3	44.20%	3.10%	YES	NO	20	0
OFFICE/CLERICAL	52	33	2	56.89%	6.57%	NO	YES	0	1
SKILL CRAFT	574	9	42	10.58%	7.17%	YES	NO	52	0
SERVICE/MAINTENANCE	33	3	1	35.05%	10.65%	YES	YES	9	2
TOTAL	1636	257	67						

PROGRESS IN MINORITY HIRING GOALS JANUARY 1, 1994 THRU DECEMBER 31, 1994						
EEO 4 CATEGORY	TOTAL MINORITY 1993	TOTAL MINORITY 1994	TOTAL NO. NEW HIRE EMPLOYEES	MINORITY HIRING GOALS	TOTAL NO. MINORITY NEW HIRES	ACCOMPL.
OFFICIALS/ADMIN.	2	1	4	1	0	NO
PROFESSIONAL	5	4	22	1	0	NO
TECHNICIANS	17	14	6	1	0	NO
PROTECTIVE SERVICES	4	3	1	0	0	NO
PARAPROFESSIONALS	0	0	0	0	0	N/A
CLERICAL	4	2	1	0	0	NO
SKILLED CRAFT	35	42*	2	1	1	YES
SERVICE/MAINTENANCE	2	1	2	1	0	NO

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

\* - includes 1 Female Native American

2. Employee selections are subject to bargaining agreements. Montana Veterans Preference Act, MT House Bill 522 (RIF).

PROGRESS IN FEMALE HIRING GOALS JANUARY 1, 1994 THRU DECEMBER 31, 1994						
EEO 4 CATEGORY	TOTAL FEMALES 1993	TOTAL FEMALES 1994	TOTAL NO. NEW HIRE EMPLOYEES	FEMALE HIRING GOALS	TOTAL NO. FEMALE NEW HIRES	ACCOMP.
OFFICIALS/ADMIN.	6	7	4	1	0	N/A
PROFESSIONAL	67	71	22	4	6	YES
TECHNICIAN	115	119	6	2	3	YES
PROTECTIVE SERVICES	17	15	1	0	0	N/A
PARAPROFESSIONALS	0	0	0	0	0	N/A
CLERICAL	38	33	1	0	2	N/A
SKILLED CRAFT	7	9*	2	1	0	NO
SERVICE MAINTENANCE	3	3	2	1	0	NO

1. The total number of new hires does not include persons who were currently employed and transferred to other positions within MDT.

\* - includes 1 Native American

2. Employee selections are subject to bargaining agreements, Montana Veterans Preference Act, MT House Bill 522 (RIF).

ADVERSE IMPACT ANALYSIS - PERMANENT POSITIONS  
1/1/94 THROUGH 11/30/94

EEO CATEGORY	TOTAL APPS.	R A C E				S E X		
		WHITE	INDIAN	OTHER	UNKNOWN	MALE	FEMALE	UNKNOWN
OFFICIALS/ADMIN Total Apps. No. HIRED % HIRED Adverse Impact	67 4 6%	65 4 6%	0 0 S/I	2 0 0% S/I	0 0 0%	59 4 7%	8 0 0% YES	0 0 0%
PROFESSIONAL Total Apps. No. HIRED % HIRED Adverse Impact	208 22 11%	193 22 11%	6 0 0% YES	8 0 0% YES S/I	1 0 0% S/I	158 16 10%	49 6 12% NO	1 0 0% S/I
TECHNICIAN Total Apps. No. HIRED % HIRED Adverse Impact	125 6 5%	120 6 5%	2 0 0% S/I	3 0 0% S/I	0 0 0%	55 3 5%	70 3 4% NO	0 0 0%
PROTECT SERVICES Total Apps. No. HIRED % HIRED Adverse Impact	36 1 3%	36 1 3%	0 0 0% S/I	0 0 0%	0 0 0%	29 1 3%	7 0 0% YES	0 0 0%
OFFICE/CLERICAL Total Apps. No. HIRED % HIRED Adverse Impact	17 1 6%	16 1 6%	1 0 0% S/I	0 0 0% S/I	0 0 0%	14 1 7%	3 0 0% S/I	0 0 0%
SKILLED CRAFT Total Apps. No. HIRED % HIRED Adverse Impact	62 2 3%	55 1 2%	4 1 25% NO	3 0 0% S/I	0 0 0%	61 2 3%	1 0 0% S/I	0 0 0%
SERVICE/MNTNCE Total Apps. No. HIRED % HIRED Adverse Impact	45 2 4%	39 2 5%	2 0 0% S/I	1 0 0% S/I	3 0 0% S/I	41 2 5%	1 0 0% S/I	3 0 0% S/I

- Percentages are rounded to nearest whole.

- S/I = statistically insignificant

- Professional Category - 12 of the minority applicants failed minimum qualification screening, 1 minority failed the written test and 1 an incomplete application. During 1995 minimum qualifications will be closely monitored for job relatedness.



01/01/94 THRU 11/25/94

EEO CATEGORY	ALL EMPLOYEES		MALE				FEMALE					
	MALE	FEMALE	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
OFFICIALS/ADMINISTRATORS	3	0	3	2	0	0	1	0	0	0	0	0
PROFESSIONALS	14	8	22	14	0	0	0	0	8	0	0	0
TECHNICIANS	31	12	43	27	0	0	0	4	11	0	0	1
PROTECTIVE SERV. WORKERS	3	2	5	2	0	0	0	1	2	0	0	0
PARAPROFESSIONALS	1	0	1	1	0	0	0	0	0	0	0	0
OFFICE & CLERICAL	0	4	4	0	0	0	0	0	3	0	0	1
SKILLED CRAFT WORKERS	36	2	38	33	0	0	0	3	2	0	0	0
SERVICE/MAINTENANCE	6	1	7	4	0	0	1	1	1	0	0	0
TOTALS	94	29	123	83	0	0	2	9	27	0	0	2

23

REASON	ALL EMPLOYEES		MALE				FEMALE					
	MALE	FEMALE	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN	WHITE	BLACK	SPANISH SURNAME	ASIAN AMERICAN	NATIVE AMERICAN
FORCE CUT	0	0	0	0	0	0	0	0	0	0	0	0
FOR CAUSE	0	0	0	0	0	0	0	0	0	0	0	0
DECEASED	4	0	4	2	0	0	2	0	0	0	0	0
PERSONAL REASONS	29	13	42	24	0	0	5	11	0	0	0	2
ATTEND SCHOOL	1	3	4	0	0	0	1	3	0	0	0	0
OTHER EMPLOYMENT	17	11	28	15	0	2	0	11	0	0	0	0
RETIREMENT	2	0	2	2	0	0	0	0	0	0	0	0
ILLNESS	2	0	2	2	0	0	0	0	0	0	0	0
OTHER REASONS	39	2	41	38	0	0	1	2	0	0	0	0
VOLUNTARY	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	94	29	123	83	0	2	9	27	0	0	0	2

REPORT RP150041

RUN DATE AND TIME - 11/18/94:17/34/53

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COMPLETED TRAINING ANALYSIS BY AGENCY FOR THE PERIOD 01/01/93 THROUGH 11/17/94

AGENCY	5401	DEPT OF TRANSPORTATION										
JOB CATEGORY	ALL	MALE	FEMALE	%FEMALE	MINORITY	%MINORITY	NATIVE AMERICAN	HISPANIC	HANDICAPPED			
OFFICIALS/ADMINISTRATORS	493	452	41	8.32	9	1.83	9	0	4			
# OF EMPLOYEES	4,800.00	4,312.50	487.50	10.16	210.00	4.38	210.00	0.00	19.00			
# OF HOURS	36,037.97	30,700.97	5,337.00	14.81	4,255.00	11.81	4,255.00	0.00	5.00			
MONEY SPENT												
PROFESSIONALS	2,241	1,626	615	27.44	27	1.20	23	0	18			
# OF EMPLOYEES	25,475.65	19,474.85	6,000.80	23.56	266.00	1.04	225.00	0.00	93.50			
# OF HOURS	37,626.56	12,703.12	24,923.44	18.11	1,135.00	0.82	875.00	0.00	635.00			
MONEY SPENT												
TECHNICIANS	3,636	2,806	830	22.83	151	4.15	104	20	129			
# OF EMPLOYEES	36,402.77	29,354.17	7,048.60	19.36	1,595.00	4.38	866.50	379.00	1,434.00			
# OF HOURS	67,929.05	44,007.98	23,921.07	35.21	894.34	1.32	534.34	100.00	1,146.60			
MONEY SPENT												
PROTECTIVE SERVICE	749	579	170	22.70	28	3.74	28	0	10			
# OF EMPLOYEES	4,708.00	3,751.50	956.50	20.32	112.50	2.39	112.50	0.00	145.50			
# OF HOURS	2,497.67	2,297.67	200.00	8.01	60.00	2.40	60.00	0.00	0.00			
MONEY SPENT												
PARA/PROFESSIONAL	13	8	5	38.46	0	0.00	0	0	0			
# OF EMPLOYEES	107.50	91.50	16.00	14.88	0.00	0.00	0.00	0.00	0.00			
# OF HOURS	261.25	261.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
MONEY SPENT												
OFFICE/CLERICAL	290	75	215	74.14	13	4.48	9	2	21			
# OF EMPLOYEES	1,376.50	405.00	971.50	70.58	63.50	4.61	49.50	10.00	97.50			
# OF HOURS	5,349.31	908.17	4,441.14	83.02	500.00	9.35	140.00	360.00	324.00			
MONEY SPENT												
SKILLED CRAFT	3,921	3,860	61	1.56	244	6.22	205	30	59			
# OF EMPLOYEES	30,813.48	30,452.98	360.50	1.17	1,989.25	6.46	1,662.25	239.00	417.00			
# OF HOURS	45,610.17	45,340.17	270.00	0.59	3,156.08	6.92	2,235.56	673.00	475.00			
MONEY SPENT												
SERVICE MAINTENANCE	207	188	19	9.18	6	2.90	5	1	5			
# OF EMPLOYEES	1,472.00	1,371.00	101.00	6.86	23.00	1.56	21.00	2.00	17.00			
# OF HOURS	2,028.52	1,778.52	250.00	12.32	0.00	0.00	0.00	0.00	50.00			
MONEY SPENT												
AGENCY TOTALS	11,550	9,594	1,956	16.94	478	4.14	383	53	246			
# OF EMPLOYEES												
# OF HOURS	5,155.90	89,213.50	15,942.40	15.16	4,259.25	4.05	3,146.75	630.00	2,223.50			
MONEY SPENT	97,340.50	37,997.85	59,342.65	19.96	10,000.42	3.36	8,099.90	1,133.00	2,635.60			

FIVE YEAR GOALS

EEO 4 CATEGORIES	1995										1996										1997									
	A.I.			OTHER			NON FEM				A.I.			OTHER			NON FEM				A.I.			OTHER			NON FEM			
	M	F		M	F		M	F			M	F		M	F		M	F			M	F		M	F		M	F		
OFF/ADMIN	1	0		0	0	0	1				1	0	0	0	0	0	1				1	0	0	0	0		1			
PROFESSIONALS	0	0		0	0	0	0				1	1	0	0	0	0	1				1	1	0	0	0		1			
TECHNICIANS	1	2		0	0	0	6				2	1	0	0	0	0	6				2	1	0	0	0		6			
PROTECT SERVICE	0	1		0	0	0	2				1	1	0	0	0	0	1				1	1	0	0	0		1			
PARAPROFESSIONAL	0	0		0	0	0	0				0	0	0	0	0	0	0				0	0	0	0	0		0			
OFFICE/CLERICAL	0	1		0	0	0	0				0	1	0	0	1	0	0				0	0	1	0	1		0			
SKILL CRAFT	0	0		0	0	0	4				0	1	1	0	0	0	3				0	1	1	0	1		3			
SVCE/MNTENCE	1	1		0	0	1	1				0	1	1	0	0	0	1				0	1	1	0	0		1			
EEO 4 CATEGORIES	1998										1999																			
	A.I.			OTHER			NON FEM				A.I.			OTHER			NON FEM													
	M	F		M	F		M	F			M	F		M	F		M	F												
OFF/ADMIN	1	0		0	0	0	1				1	0	0	0	0	0	1													
PROFESSIONALS	1	1		0	0	0	1				1	0	0	0	0	0	4													
TECHNICIANS	2	1		0	0	0	6				1	0	0	0	0	2														
PROTECT SERVICE	1	1		0	0	0	1				0	0	0	0	0	0	0													
PARAPROFESSIONAL	0	0		0	0	0	0				0	0	0	0	0	0	0													
OFFICE/CLERICAL	0	1		0	1	0	0				0	1	0	0	0	0	0													
SKILL CRAFT	0	1		1	0	0	3				1	0	0	0	0	1	1													
SVCE/MNTENCE	0	1		1	0	0	1				1	0	0	0	0	0	1													

# DISCRIMINATION COMPLAINT

IDENTITY	NUMBER	TYPE	COMMENTS
	!!	!!	!!
HRC	!!	SEX	RIGHT TO SUE ISSUED
	!!	!!	!!
HRC	!!	SEX	PENDING
	!!	!!	!!
HRC	!!	SEX,AGE	HRC DISMISSED
	!!	!!	!!
HRC	!!	SEX	PENDING - HRC
	!!	!!	!!
HRC	!!	RACE	PENDING - HRC
	!!	!!	!!
HRC	!!	AGE,RELIGION	PENDING - HRC
	!!	!!	!!
94-1 HRC	!!	SEX	NO CAUSE -MDT PEND-HRC
	!!	!!	!!
94-2 MDT	!!	AGE,SEX,RETAL.	NO CAUSE
	!!	!!	!!
94-3 MDT	!!	ADA	NO CAUSE
	!!	!!	!!
94-4 MDT	!!	SEX	NO CAUSE
	!!	!!	!!
94-5 MDT EX	!!	SEX	CAUSE-DISCIPLINE
	!!	!!	!!
94-6 MDT	!!	SEX, AGE,RETAL	NO CAUSE
	!!	!!	!!
94-7 MDT	!!	SEX	CAUSE-DISCIPLINE
	!!	!!	!!
94-8 MDT	!!	Sex	WITHDREW COMPLAINT
	!!	!!	!!
94-9 MDT	!!	Sex, Host.Envir	NO CAUSE
	!!	!!	!!
94-10 MDT	!!	SEX	INVESTIGATION UNDERWAY
	!!	!!	!!
94-11 MDT EX	!!	RACE, NAT'L ORI	NO CAUSE
	!!	!!	!!
94-12 MDT	!!	SEX	INVESTIGATION UNDERWAY
	!!	!!	!!
94-13 MDT	!!	AGE	INVESTIGATION UNDERWAY
	!!	!!	!!
94-14-MDT	!!	AGE	INVESTIGATION UNDERWAY
	!!	!!	!!
*HRC = MONTANA HUMAN	!!	!!	!!
RIGHTS COMM	!!	!!	!!

## STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS

(Read attached instructions prior to completing this form)

APPROVED BY

OMB

3046-0008

EXPIRES

5/31/88

## DO NOT ALTER INFORMATION PRINTED IN THIS BOX

1994 - STATE OF MONTANA  
STATE OF MONTANA  
STATE EEO COORDINATOR  
MITCHELL BLDG.  
HELENA MT 59620

MAIL COMPLETED  
FORM TO:

STATE-LOCAL  
REPORTING  
COMMITTEE  
1801 L ST, NW  
WASHINGTON, DC  
20507  
PHONE:  
202-663-4930

## A. TYPE OF GOVERNMENT (Check one box only)

- ☒ 1. State ☐ 2. County ☐ 3. City ☐ 4. Township ☐ 5. Special district  
☐ 6. Other (Specify) \_\_\_\_\_

## B. IDENTIFICATION

1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

MONTANA DEPARTMENT OF TRANSPORTATION

EEOC  
USE  
ONLY

A

2. Address—Number and Street  
2701 PROSPECT AVE.  
PO BOX 201001

CITY/TOWN  
HELENA

COUNTY  
LEWIS & CLARK

STATE/ZIP  
MT  
59620-1001

B

## C. FUNCTION

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

1. FINANCIAL ADMINISTRATION. Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and

GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)

2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.

3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy; administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)

4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.

5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees (Report any forest fire protection activities as item 6.)

6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and

PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoo, etc.

7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for treatment of mental and physical

8. HEALTH. Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.

9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.

10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.

11. CORRECTIONS. Jails, reformatories, detention homes, half-way houses, prisons, parole and probation activities

12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.

13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.

14. EMPLOYMENT SECURITY

15. OTHER (Specify on Page Four)





**D. EMPLOYMENT DATA AS OF JUNE 30 (Continued)**  
(Do not include elected/appointed officials. Blanks will be counted as zero)

**1. FULL-TIME EMPLOYEES (Temporary employees not included)**

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B-K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
			WHITE	BLACK				WHITE	BLACK			
			B	C	D	E	F	G	H	I	J	K
SKILLED CRAFT	49. \$ 0.1-7.9											
	50. 8.0-11.9											
	51. 12.0-15.9	6	6									
	52. 16.0-19.9	2	2									
	53. 20.0-24.9	160	134		2		18	5				1
	54. 25.0-32.9	390	367		2		18	2				1
	55. 33.0-42.9	16	16									
	56. 43.0 PLUS											
SERVICE/ MAINTENANCE	57. 0.1-7.9											
	58. 8.0-11.9											
	59. 12.0-15.9											
	60. 16.0-19.9	2	1					1				
	61. 20.0-24.9	25	23				1	1				
	62. 25.0-32.9	5	4					1				
	63. 33.0-42.9	1	1									
	64. 43.0 PLUS											
65. TOTAL FULL TIME												
(LINES 1-64)		1636	1323		6	2	48	246		1		10

**2. OTHER THAN FULL-TIME EMPLOYEES (Include temporary employees)**

66. OFFICIALS/ADMIN.	3	3										
67. PROFESSIONALS	15	9						6				
68. TECHNICIANS	138	97			1	1	8	30				1
69. PROTECTIVE SERV.	5	5										
70. PARA-PROFESSIONAL												
71. ADMIN. SUPPORT	18	5					1	11				1
72. SKILLED CRAFT	62	47	1				5	9				
73. SERV./MAINT.	15	10						5				
74. TOTAL OTHER THAN FULL TIME												
(LINES 66-73)	256	176	1		1	1	14	61				2

**3. NEW HIRES DURING FISCAL YEAR - Permanent full time only  
JULY 1 - JUNE 30**

75. OFFICIALS/ADMIN.	4	4										
76. PROFESSIONALS	22	22										
77. TECHNICIANS	6	6										
78. PROTECTIVE SERV.	1	1										
79. PARA-PROFESSIONAL												
80. ADMIN. SUPPORT	1	1										
81. SKILLED CRAFT	2	1					1					
82. SERV./MAINT.	2	2										
83. TOTAL NEW HIRES												
(LINES 75-82)	38	37					1					

REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

\*\*\* INCLUDE LIST OF AGENCIES IN THIS FUNCTION \*\*\*

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.)

NAME OF PERSON TO CONTACT REGARDING THIS FORM

TITLE

Licky A. Koch

EEO Program Mgr

ADDRESS (Number and Street, City, State, Zip Code)

TELEPHONE NUMBER  
AREA CODE

MT. Dept. TRANSPORTATION  
Box 201001  
Helena, MT 59601

(406) 444-6335

DATE

TYPED NAME/TITLE OF AUTHORIZED OFFICIAL

SIGNATURE

11/29/94

RAYMOND D. BROWN, Chief  
Civil Rights Bureau

Raymond D. Brown





